



Bookkeeper/Administrator

Ocean Sonics Ltd. (www.OceanSonics.com) is a scaling, innovative, Ocean Technology company that provides products and solutions for sound measurements in the ocean. The flagship product, the icListen Smart Hydrophone, has changed the way we make decisions, where life in the ocean matters!

Ocean Sonics is currently seeking a talented Bookkeeper/Administrator who can assist the General Manager with accounting, payroll, and administrative and logistics functions to keep the company growing and expanding.

The successful applicant is an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of accounting and administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people.

Responsibilities

Bookkeeping

- A/P: verify vendor bills and data entry; Run approved Cheques, Mail preparation
- A/R: invoice customer on time when the order is complete, Process customer credit card payment through PayPal and send customer sales receipt.
- Daily data entry of bank transaction
- Post and reconcile credit card transactions
- Petty cash
- Monthly inventory counting
- Prepare funding claims: IRAP/ACOA/etc
- Employee expense claim: Initial review for accuracy and completion, have ready for approval

General Administration:

- Prepare funding claims: IRAP/ACOA/etc
- Ordering Office Supplies in time (coffee, toilet paper, paper towel, soap, paper, toner, Etc)
- Answer main reception telephone line
- Welcome Visitors to building
- Look after boardroom calendar and make sure it is prepped for meetings if necessary
- Assist with booking flights / accommodations / vehicles for trips or trade shows

Position Requirements

- Degree or diploma in Accounting or Business Administration
- Minimum 1 + years' experience preferred
- Excellent skills at general office software, such as word processor, spreadsheets etc
- Experience with accounting software such as Quickbooks,
- Experience with MRP (Fishbowl Inventory) and CRM (ZenDesk) software preferred

Compensation and Benefits Details

- Competitive salary
- Flexible work schedule
- Health plan- Dental Care, Extended Health Care and Vision Care
- Life Insurance
- Annual vacation
- Culture of caring for the planet and each other
- Wonderful new building built for the employee's benefit and enjoyment!

Ocean Sonics is a certified BCorp company that puts social and environmental impact alongside company profits. BCorp's in Canada are a diverse group of companies that share Canadian values of: inclusion, sustainability, equity and diversity.

This is an excellent opportunity for growth and to bring your energy and problem-solving experience to a dynamic team. If you are interested in this exciting challenge, please forward a copy of your resume and cover letter in pdf format to resumes@oceansonics.com . Only selected candidates will be contacted.